

S
331.133
T6aap
2002



serving you with pride

STATE DOCUMENTS COLLECTION

FEB 13 2002

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

2002 LOGO FEB 13 2002

MONTANA STATE LIBRARY



3 0864 0015 3202 0

MONTANA DEPARTMENT OF TRANSPORTATION

Civil Rights Bureau
2701 Prospect Avenue
Post Office Box 201001
Helena, MT 59620-1001

2002 AFFIRMATIVE ACTION PLAN

Including 2001 AAP Accomplishments

David A. Galt - Director, Department of Transportation
Russ McDonald - Administrator, Human Resources Division

Vicky A. Koch - Bureau Chief
Darren Kaihlanen - ADA/DBE Program Specialist
Rebecca Johnson - DBE Supportive Services Program Specialist
Jim Phillips - EEO/Labor Compliance Specialist
Bill Anderson - Compliance Specialist
Debbie Riemann - Program Specialist (DBE)
Alice Flesch – Administrative Support

TABLE OF CONTENTS

Part 1 – Contract Compliance ~~~~~ Page 1

Trainee Synopsis

Compliance Review Synopsis

Part 2 – Internal Program ~~~~~ Page 6

Progress on 2001 Action Items

2001 Complaint Synopsis

Internal / External Applicant Flow Analysis

Hiring Goals Progress

Separation Statistics

CY 2002 Action Item

Salary Report

Training Analysis

Part 3 – Policies ~~~~~ Page 20

Part 4 – Organizational Charts ~~~~~ Page 24

INTRODUCTION

The Civil Rights Bureau (CRB) prepares the Montana Department of Transportation (MDT) annual Affirmative Action Plan.

The CRB is administratively assigned to the Human Rights Division; however, the Bureau has a direct line of access to the Director and Administrative staff of the Agency.

The Bureau is staffed with a Bureau Chief who is responsible for the Agency Title VI, Title VII, DBE, DBE Supportive Services, and ADA programs as well as both EEO Contract Compliance and Labor Compliance programs. The Bureau Chief directly supervises the ADA/DBE Program Manager, the DBE Supportive Services Manager, a DBE Compliance Specialist, two Compliance Specialists who handle Labor/EEO Contract Compliance and Title VI Compliance and one Administrative Support person. Indirect supervision is provided to five District EEO representatives.

The Affirmative Action Plan is divided into two sections:

PART I – The Contract Compliance Section

This Section discusses all EEO related contract compliance activities undertaken by the CRB Contract Compliance Staff.

PART II - The Internal Compliance Section

This section discusses all internal EEO related activities undertaken during 2001.

Part 1 – Contract Compliance and External EEO Program Information

A. Compliance Procedures

The CRB presented five workshops to the contracting community and local governments during 2001. MDT Engineering Project Managers also participated in the workshops.

The EEO curriculum at the conferences included:

Annual EEO Submissions	Bulletin Board Contents
Employee EEO Meetings	Role of Labor Unions
MDT Field Inspections	OJT Program
Title VI	Environmental Justice
Recruitment Documentation	EEO Officer Responsibilities

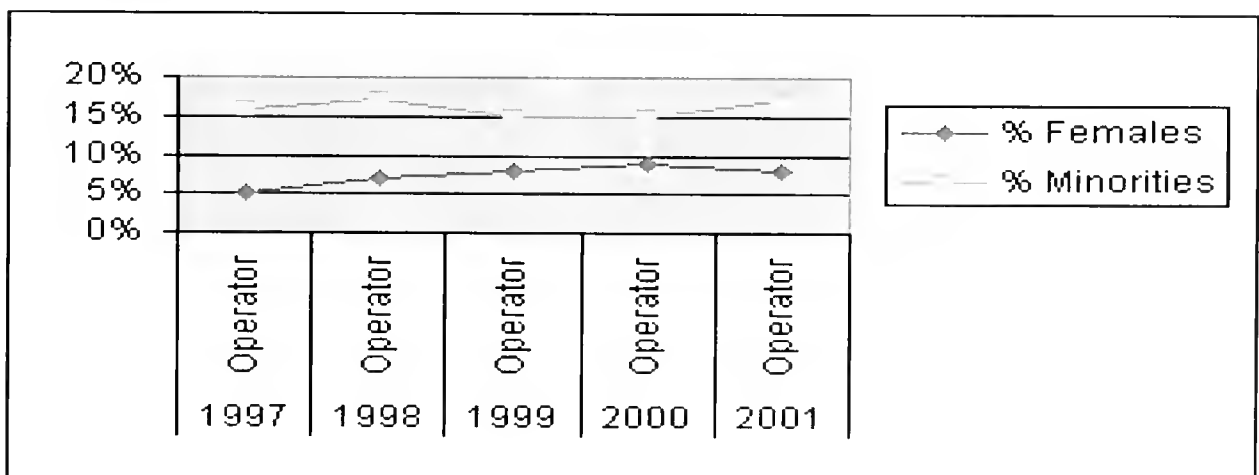
The FHWA 1392 Report was forwarded to FHWA on September 1, 2001. A summary of the information included in the report is as follows:

Female participation exceeded the published goal of .069 by 4% over all four classifications

- a. Female participation exceeded the published goal in each of the separate classifications.
- b. Minority participation has exceeded the published goal of .041 by 13% over all four classifications.
- d. Minority participation has exceed the published goal in each of the four listed classifications

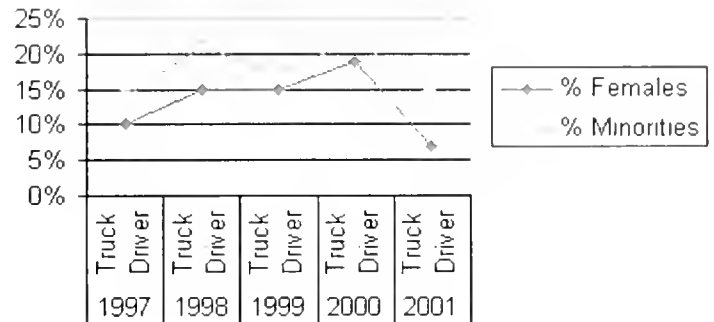
The research/survey data on utilization of Native Americans and females in targeted wage classifications is charted below.

<i>EEO-5, FIVE YEAR REPORT</i>			
OPERATOR COMPARISON			
Year	Classification	% Females	% Minorities
1997	Operator	5%	16%
1998	Operator	7%	17%
1999	Operator	8%	15%
2000	Operator	9%	15%
2001	Operator	8%	17%



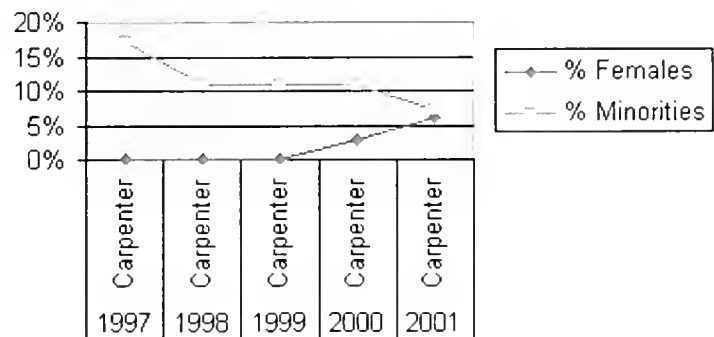
Truck Driver Comparison

Year	Classification	% Females	% Minorities
1997	Truck Driver	10%	14%
1998	Truck Driver	15%	21%
1999	Truck Driver	15%	17%
2000	Truck Driver	19%	22%
2001	Truck Driver	7%	14%



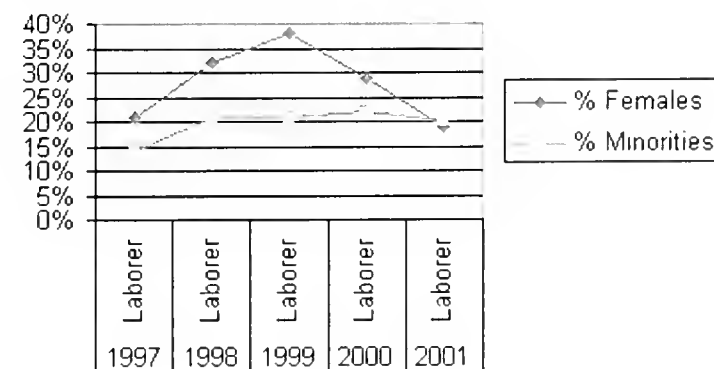
Carpenter Comparison

Year	Classification	% Females	% Minorities
1997	Carpenter	0%	17%
1998	Carpenter	0%	11%
1999	Carpenter	0%	11%
2000	Carpenter	3%	11%
2001	Carpenter	6%	7%



Laborer Comparison

Year	Classification	% Females	% Minorities
1997	Laborer	21%	14%
1998	Laborer	32%	21%
1999	Laborer	38%	21%
2000	Laborer	29%	22%
2001	Laborer	19%	20%



C. Accomplishments

1. Contract Compliance Review Activities for Calendar Year/Construction Season 2001

a. Number of reviews conducted in 2001	<u>13</u>
b. Number of contractors reviewed	<u>13</u>
c. Number of contractors found in compliance	<u>12</u>
d. Number of contractors found in non-compliance	<u>1</u>
e. Number of show cause notices issued	<u>1</u>
f. Number of show cause notices rescinded	<u>1</u>
g. Number of unresolved show cause notices	<u>0</u>
h. Number of follow-up reviews conducted	<u>1</u>

Schellinger Construction was determined to be out of compliance as a result of a standard compliance review. At the show cause proceedings it became apparent that the contractor's EEO actions were understated at the time of the review. The information gathered at the show cause hearing indicated that Schellinger Construction had been in compliance. The firm took advantage of the show cause hearing to assert their continuing good faith efforts by voluntarily submitting a corrective action plan.

Contractor and field staff education is the most valuable tool in the CRB's EEO Contract Compliance Program. Education opportunities occur at pre-bid conferences, pre-construction conferences, contractor/project manager workshops, construction seminars, compliance reviews, during problem resolution and in regular, on-going communication with contractors and MDT field staff.

2. Contract Sanctions

No EEO Contract compliance sanctions were taken against federal-aid highway contractors in Montana in calendar year 2001.

3. Complaints

No complaints were received.

4. Innovative Programs

a. Action Items Planned for calendar year 2002

1. Finish blade hand training project continuation (on-going)
2. Native American project superintendent training (Phase II)
3. Joint venture with DOL in crane operator training (underway)
4. EEO meeting topics for contractor weekly meetings (pending)
5. Web site service directory (pending)
6. OJT trainee training hours accountability project (pilot complete)

b. Program Management

The CRB Contract Compliance Staff had a significant turnover during the calendar year, resulting in significant time spent in training.

Civil Rights Bureau personnel attend a one-day fraud investigation and a two-day EEO Investigation workshop the last quarter of 2001.

c. Contract Compliance Review Activities

The compliance review goal for calendar year 2002 is ten formal reviews. Montana's reviews are comprehensive. They always include a site visit and labor/EEO interviews with every employee on the job that particular day as well as review of the hiring practices since the inception of the project.

The Civil Rights Bureau has a policy in place to review federal-aid contractors with unfamiliar, questionable recruitment, hiring, subcontracting, labor and/or employee practices. CRB will also conduct reviews based on the analysis of compliance review history focusing on contractors who have not had a review for one or more years.

d. Compliance and Enforcement Actions

There are no anticipated changes in contract sanctions in the year 2002.



PART II – INTERNAL PROGRAM

Overall Status

MDT is signatory to three bargaining agreements: Crafts, Montana Public Employees Association (MPEA) and American Federated State, County and Municipal Employees (AFSCME). Vacant positions covered by these agreements must be posted internally before external publication can occur, thereby giving current qualified employees the first opportunity at positions. If there are no qualified internal applicants, the vacancy announcement is posted externally with State Job Services and minority/female referral sources including tribal TERO offices.

Skilled Craft and Protective Services positions are filled by means of a bid book process. The bid book process is a written agreement between management and the union that provides for a roster list of employees who have been prequalified by testing, application of seniority and ranking for promotion and/or transfer.

Additionally, MDT is subject to the Montana Veteran's Preference Act, Handicap Preference Act and Montana the State Employee Protection Act (RIF). The Veterans' and Handicap Preference Acts provide for job preference for externally posted positions. The RIF law requires any qualified state employee whose position has been eliminated to have job preference in other state agency job vacancies.

The District Administrative Officers in each of MDT's five districts has been assigned collateral duties as the District EEO representative. It is their responsibility to advise the District Administrator when discriminatory practices are suspected or identified, to receive complaints, keep the Civil Rights Bureau Chief advised of District civil rights issues and participate in Department complaint investigations.

MDT has concentrated on participating in the welfare-to-work programs. Approximately 20 welfare recipients including one disabled person have worked in headquarters as part of a work experience program. Nine participants have been placed in either permanent or temporary positions in the last year and a half.

CRB personnel, the District Personnel Specialists (DPS) and District Administrative Officers routinely meet with identified minority and female referral sources. The purpose of these meetings is broad and ranges from recruitment purposes to providing educational programs. Following are key examples of some of the public relations and other civil rights related activities occurring in the Districts:

- **Missoula** - During 2001 clients from *Gearing Up*, an identified minority/female referral source, were provided with training in the application submission process, provided tours of MDT facilities, sexual harassment, and provided with informational interviews. The Salish Kootenai College heavy equipment/truck driving program and Montana Peaks in Whitefish both received the same kind of training. Four tribal members from Salish Kootenai Reservation and two from the Blackfeet reservation were hired.

- **Great Falls - During** 2001 the District participated in the College of great Falls Career Fair. As a result of this activity a female Civil Engineer was recruited as a temporary employee and has since been promoted into a permanent full time designed position. Two Native American maintenance employees were selected to participate in the District's first Maintenance Academy, which will enable them to progress up the appropriate career ladder. Great Falls District was extremely successful in the recruitment of minority group members for temporary maintenance workers –7 Native Americans, 1 Asian, and 1 Hispanic. Additionally three women were hired in non-traditional positions.
- **Billings** - The Billings District concentrated their recruitment efforts on participation in the Job Service Job Fair, the Job Fair and the Jobs Jamboree. These efforts resulted in the employment of 13 people including one Native American male, two Hispanic females, and 2 white females. The Job Fair was designed to provide employment information to 16 counties in eastern Montana and included those counties that include the Northern Cheyenne and Crow reservations. A PowerPoint presentation was developed by the Billings District to uniformly train new employees statewide on discrimination laws and policies, complaint procedures, forms of discrimination and Americans with Disabilities Act. This presentation was distributed to all DAO's and is being used statewide.
- **Glendive** – The Glendive District participated in the Miles City Community College Career Development Workforce Center's *We Can Do It* workshop. The targeted audience is high school women and this workshop provides outstanding information on available employment opportunities in the transportation industry. Glendive also participated in the Glendive Career Fair that was attended by high school students from the counties in eastern Montana. Throughout this year two Native American males were hired in permanent positions and a while female was hired in a non-traditional permanent position. Two Native American females were employed in temporary non-traditional positions and Native American males filled two.
- **Butte** - During 2001 the Butte District indicated no external hiring opportunities occurred.

Progress On Action Items from Previous Update

Action Item 2001-1: Background: MDT continues to receive very limited numbers of Native American and female applications in the Technician and Skilled Craft categories.

Action taken: The Civil Rights Bureau Chief and/or the District Human Resource Specialists have conducted personal meetings with the six TERO Officers and the employment officer at Salish Kootenai. Additionally, the CRB chief met with other tribal leaders at the Native American Economic Summit. State government employment issues were specifically discussed and those state government officials in attendance were advised that most Native Americans were unable to accept the low wages offered by state government.

Although some of the MDT Districts were very successful in Native American recruitment this past year, overall internal employment statistics remain pretty much static. MDT will continue to utilize appropriate Native American recruitment methods in the next year. It should be noted that Glendive continues to exceed parity in their District construction program and is, at this writing, only one person short of being at parity in the Wolf Point Maintenance Program. The Great Falls District is the only District that has two maintenance sections staffed entirely by Native Americans, including a female Native American Section person. Additionally, the Missoula District made a specific effort to provide construction training to the new tribal employment rights specialist so that she would have a better understanding of MDT employment needs.

Action Item 2001-2: Background: Historically MDT has had few women in Professional positions. During the past five years the Department has worked hard to increase the number of women in this category and currently 24% of the Professional employees are women. Many of these women are in entry level or mid-level positions. While MDT must continue its recruitment efforts it is equally important that steps be taken to assure the women are provided an equal opportunity to move to the upper level management positions. This can be accomplished by assuring equal opportunity criteria is used when there are opportunities for "Acting" supervisory positions and by giving the women opportunities to serve on MDT committees in order to gain experience.

Action taken: During 2001 28% of the people hired externally in the Professional category were females while 36% of the internal hires were females.

In an effort to determine whether women are receiving opportunities to work in "acting" supervisory positions or are being included in standing/ad hoc committees, the CRB polled all Agency Bureau Chiefs. The survey indicated that during 2001 five women were afforded opportunities to serve as "Acting" supervisors. Approximately 25 women have served on various committees including but not limited to the Strategic Planning Committee, integrated financial systems, policy advisory committees, bridge review committees, safety committees, data management, etc.

Action Item 2001-3: Background: Montana's primary ethnic population is Native American. MDT has been a leader in State government in the development of lines of communication with each of the seven reservations. Most upper management level staff has received some training in Native American cultural issues; however, non-management employees have limited knowledge of these issues. A significant number of these employees have responsibilities that require working directly with Native Americans on the reservations.

Action taken: The Great Falls District Administrator is currently taking steps to work out some specific cultural awareness training for the Great Falls staff with the Blackfeet Tribal College at Browning.

Complaints Filed During 2001

Complainant Gender	Basis	Status	Investigating Agency	
White female	Sex harassment	No Cause	MDT	MDT01-1 MCS
White female	Gender	No Cause	MDT	MDT 01-2 GDV
White female	Sex harassment	Cause	MDT	MDT 01-3 MCS
Native American female	Race/retaliation	No cause	MT. Human Rights Bureau	MDT 01-4 GDV
White female	Sexual harassment	Cause	MDT	MDT 01-5 MSLA
White female	Gender	pending	MDT	MDT 01-6 ADMIN



INTERNAL APPLICANT FLOW:

In order for upgrades to occur, vacant positions are posted and internal employees apply. Career ladders are available in some positions.

The internal applicant flow analysis indicates 524 males applied for positions compared to 88 females. Overall, 24% of the female applicants were hired again this year. In 2000, 76% of the male applicants were hired and this figure also remained static for 2001.

There were 21 internal Native American applicants and 6% of the Native American applicants were hired compared to 94% of the white applicants.

Overall statistical data for internal selection processes is presented on the following page. That analysis indicates that when minorities and females apply for positions, they have been hired in a greater ratio than white applicants.

Statistical data for specific selection processes is available upon request.

2001 MDT INTERNAL APPLICANT FLOW CHART

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE

EEO CATEGORY	TOTAL APPLS.	CAUCASIAN	NATIVE AMERICAN	HISPANIC	ASIAN	BLACK	UNKWN	OTHER MINORITY	MALE	FEMALE	UNKWN
S/I = Statistically Insignificant											
OFFICIALS/ADMINISTRATORS											
TOTAL APPLICANTS	5	5	0	0	0	0	0	0	3	2	0
NUMBER HIRED	2	2	0	0	0	0	0	0	1	1	0
PERCENT HIRED	60%	60%	0%	0%	0%	0%	0%	0%	61%	50%	0%
ADVERSE IMPACT											
PROFESSIONALS											
TOTAL APPLICANTS	143	142	0	0	0	0	1	0	112	30	1
NUMBER HIRED	39	38	0	0	0	0	1	0	24	14	1
PERCENT HIRED	27%	27%	0%	0%	0%	0%	100%	0%	21%	47%	100%
ADVERSE IMPACT		NO	S I					S I		NO	
TECHNICIANS											
TOTAL APPLICANTS	113	105	6	0	0	0	1	1	79	34	0
NUMBER HIRED	55	50	4	0	0	0	0	1	36	19	0
PERCENT HIRED	48%	48%	67%	0%	0%	0%	0%	100%	46%	56%	0%
ADVERSE IMPACT		NO	S I				S I	S I	NO	NO	
PROTECTIVE SERVICES											
TOTAL APPLICANTS	26	22	0	0	0	0	4	0	21	5	0
NUMBER HIRED	7	7	0	0	0	0	0	0	6	1	0
PERCENT HIRED	27%	32%	0%	0%	0%	0%	0%	0%	29%	20%	0%
ADVERSE IMPACT		S I								S I	
OFFICE/CLERICAL											
TOTAL APPLICANTS	14	14	0	0	0	0	0	0	4	10	0
NUMBER HIRED	10	10	0	0	0	0	0	0	2	8	0
PERCENT HIRED	71%	71%	0%	0%	0%	0%	0%	0%	50%	80%	0%
ADVERSE IMPACT			S I							NO	
SKILLED CRAFT											
TOTAL APPLICANTS	286	269	10	1	0	0	4	2	280	6	1
NUMBER HIRED	59	50	5	0	0	0	2	2	58	0	0
PERCENT HIRED	21%	19%	50%	0%	0%	0%	50%	100%	21%	0%	100%
ADVERSE IMPACT			NO				S I		NO	NO	
SERVICE MAINTENANCE											
TOTAL APPLICANTS	26	20	5	0	0	0	0	1	25	1	0
NUMBER HIRED	5	3	1	0	0	0	0	1	5	0	0
PERCENT HIRED	19%	15%	20%	0%	0%	0%	0%	100%	20%	0%	0%
ADVERSE IMPACT		NO	S I				S I		NO	S I	

EXTERNAL APPLICANT FLOW

The external applicant flow analysis indicates 444 males applied for positions compared to 98 females. Overall, 29% (a 1% increase over 2000) of the female applicants were hired compared to 71% of the males. Females, who were not hired, generally failed at the minimum qualification stage. Adverse impact analysis indicated minimum qualifications were job related.

Overall statistical data for internal selection processes is presented on the following page.

There were 21 Native American applicants this year compared to 44 in 2000. Ten per cent of the Native American applicants were hired compared to 5% in 2000.

Five members of other identified minority groups applied for positions; two were hired.

2001 MDT EXTERNAL APPLICANT FLOW CHART

PERCENTAGES ARE ROUNDED TO NEAREST WHOLE

EEO CATEGORY TOTAL APPS CAUCASIAN NATIVE AMERICAN HISPANIC ASIAN BLACK UNKWN S/I = STATISTICALLY INSIGNIFICANT OTHER MINORITY MALE FEMALE UNKWN

OFFICIALS/ADMINISTRATORS

TOTAL APPLICANTS 0
NUMBER HIRED 0
PERCENT HIRED 0%
ADVERSE IMPACT NO

PROFESSIONALS

TOTAL APPLICANTS 174
NUMBER HIRED 31
PERCENT HIRED 18%
ADVERSE IMPACT NO

TECHNICIANS

TOTAL APPLICANTS 130
NUMBER HIRED 30
PERCENT HIRED 23%
ADVERSE IMPACT NO

PROTECTIVE SERVICES

TOTAL APPLICANTS 29
NUMBER HIRED 1
PERCENT HIRED 3%
ADVERSE IMPACT NO

OFFICE/CLERICAL

TOTAL APPLICANTS 26
NUMBER HIRED 3
PERCENT HIRED 12%
ADVERSE IMPACT NO

SKILLED CRAFT

TOTAL APPLICANTS 184
NUMBER HIRED 10
PERCENT HIRED 5%
ADVERSE IMPACT NO

SERVICE MAINTENANCE

TOTAL APPLICANTS 0
NUMBER HIRED 0
PERCENT HIRED 0%
ADVERSE IMPACT NO

Progress in female and minority hiring goals

PROGRESS IN FEMALE HIRING GOALS NOVEMBER 1, 2000 THRU OCTOBER 31, 2001						
EEO 4 CATEGORY	TOTAL FEMALES 2000	TOTAL FEMALES 2001	TOTAL NO. NEW HIRE S	FEMALE HIRING GOALS 2001	TOTAL NO. FEMALE NEW HIRES	ACCOMPLISHED
OFFICIALS/ADMINISTRATORS	1	1	1	1	0*	NO
PROFESSIONALS	117	109	32	3	9	YES
TECHNICIANS	152	148	30	6	10	YES
PROTECTIVE SERVICES	9	11	1	2	0	NO
CLERICAL	28	28	3	0	3	YES
SKILLED CRAFT	18	18	10	4	0	NO
SERVICE/MAINTENANCE	4	4	0	1	0	NO

The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.

Employee selections are subject to bargaining agreements, Montana Veterans' Preference Act and the State Employee Protection Act (RIF).

* A female Division Administrator was hired after the cutoff dates for this report.

PROGRESS IN MINORITY HIRING GOALS NOVEMBER 1, 2000 THRU OCTOBER 31, 2001						
EEO 4 CATEGORY	TOTAL MINORITY 2000	TOTAL MINORITY 2001	TOTAL NO. NEW HIRE S	MINORITY HIRING GOALS	TOTAL NO. MINORITY NEW HIRES	ACCOMPLISHED
OFFICIALS/ADMINISTRATORS	0	0	1	0	0	NO
PROFESSIONALS	8	7	32	2	0	NO
TECHNICIANS	20	19	30	3	0	NO
PROTECTIVE SERVICES	6	7	1	1	0	NO
CLERICAL	2	3	3	1	0	NO
SKILLED CRAFT	3	43	10	2	2	YES
SERVICE/MAINTENANCE	1	1	0	2	0	NO

The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.

Separation Report

MDT conducts exit interviews by mailing an exit interview survey to employees after their termination. When the forms are returned, they are provided to the Director as well as the appropriate Division Administrator. If a problem is identified on the exit interview form, appropriate follow up action occurs.

Analysis of the Separation Report indicates no adverse impact for minorities and females. The report also indicates the primary reason employees have terminated is due to other employment or retirement.

MONTANA DEPARTMENT OF TRANSPORTATION
SEPARATION TOTALS
11/01/00 THRU 10/31/01
DATE: 12/10/01

EEO CATEGORY	ALL EMPLOYEES		MALE					FEMALE					
	MALE	FEMALE	TOTAL	WHITE	BLACK	SPANISH SURNAMED	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAMED	ASIAN AMERICAN	NATIVE AMERICAN
OFFICIALS/ADMINISTRATORS	2	0	2	2	0	0	0	0	0	0	0	0	0
PROFESSIONALS	22	8	30	21	0	0	0	1	8	0	0	0	0
TECHNICIANS	30	15	45	29	0	0	0	1	12	0	0	0	3
PROTECTIVE SERV WORKERS	4	1	5	3	0	0	0	1	1	0	0	0	0
PARAPROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	1	1	2	1	0	0	0	0	1	0	0	0	0
SKILLED CRAFT WORKERS	34	2	36	29	0	1	1	3	2	0	0	0	0
SERVICE/MAINTENANCE	3	1	4	3	0	0	0	0	1	0	0	0	0
TOTALS	96	28	124	88	0	1	1	6	25	0	0	0	3

REASON	ALL EMPLOYEES		MALE				FEMALE						
	MALE	FEMALE	TOTAL	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
FORCE CUT	2	0	2	2	0	0	0	0	0	0	0	0	0
FOR CAUSE	2	0	2	2	0	0	0	0	0	0	0	0	0
DECEASED	2	0	2	2	0	0	0	0	0	0	0	0	0
PERSONAL REASONS	9	2	11	7	0	0	0	2	2	0	0	0	0
ATTEND SCHOOL	1	1	2	0	0	0	0	1	1	0	0	0	0
OTHER EMPLOYMENT	22	10	32	22	0	0	0	0	9	0	0	0	1
RETIREMENT	40	3	43	39	0	1	0	0	3	0	0	0	0
ILLNESS	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER REASONS	2	2	4	2	0	0	0	0	1	0	0	0	1
VOLUNTARY	16	10	26	12	0	0	1	3	9	0	0	0	1
TOTALS	96	28	124	88	0	1	1	6	25	0	0	0	3

Action Item Planned for calendar year 2002

Action Item 2002-1: Background – MDT continues to experience low numbers of minority and female applicants.

Action to be taken: Continue to explore creative innovative methods of recruiting women and minorities

Responsible Officials: District and Headquarters Personnel Specialists, CRB Staff

Target Date: Ongoing

1990 CENSUS STATISTICAL DATA

ETHNICITY	POPULATION	PERCENTAGE
White	741,111	91.8%
Black	2,381	0.3%
American Indian, Aleut, Eskimo	47,679	5.9%
Asian	4,259	0.5%
Hispanic	12,174	1.5%

Percentages have been rounded to nearest hundredth.

According to 1990 census data, minorities comprise 8.2% of Montana's population. As indicated previously, Montana's largest minority group is Native American. MDT's current employment statistics indicate that 2.3% of the workforce is Native American and 1.3% is comprised of members of other minority groups. Assuming the accuracy of the data provided by the Montana Department of Administration, some under-representation continues to exist for minority group persons.

Under – Represented 2001 Chart

UNDER REPRESENTATION 2001										
OCCUPATIONAL GROUP	MDT WORKFORCE			AVAILABLE WORKFORCE- 1993 CENSUS DATA			UNDER REPRESENTATION		NO. NEEDED FOR PARITY	
	TOTAL EMPLOYEES	TOTAL FEMALES	TOTAL MINORITY	FEMALE%	MINORITY%	FEMALE	MINORITY	FEMALE	MINORITY	
OFFICIALS ADMIN	20	3	0	25.07%	5.76%	NO	YES	3	1	
PROFESSIONAL	439	120	1	28.20%	2.42%	NO	YES	30	4	
TECHNICIANS	642	154	5	35.85%	5.49%	NO	YES	84	10	
PROTECTIVE SERVICE	76	10	2	44.20%	3.10%	YES	NO	20	0	
OFFICE CLERICAL	35	24	2	56.89%	6.57%	NO	NO	0	1	
SKILL CRAFT	654	14	4	10.58%	7.17%	YES	NO	51	0	
SERVICE MAINTENANCE	38	3	1	35.05%	10.65%	YES	YES	10	2	
TOTAL	1888	329	80							

Five year Goals Chart

EEO4 Categories	2002			2003			2004			2005			2006		
	A I	Other Min		Fem	A I	Other Min		Fem	A I	Other Min		Fem	A I	Other Min	
		M	F			M	F			M	F			M	F
Officials Administrators	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0
Professionals	1	1	0	3	0	0	0	0	1	1	0	1	1	0	0
Technicians	1	2	0	6	1	2	0	6	2	1	0	6	1	0	0
Protective Services	0	1	0	2	0	1	0	2	1	1	0	1	0	0	0
Paraprofessional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	0	1	0	0	0	1	0	0	0	1	0	0	0	1	0
Skilled Craft	1	1	0	4	0	0	0	4	0	1	1	0	1	0	0
Service Maintenance	1	1	0	1	1	1	0	1	0	1	1	0	1	0	0

A I = American Indians

2001 MDT EEO ANNUAL SALARY REPORT (FULL TIME EMPLOYEES)

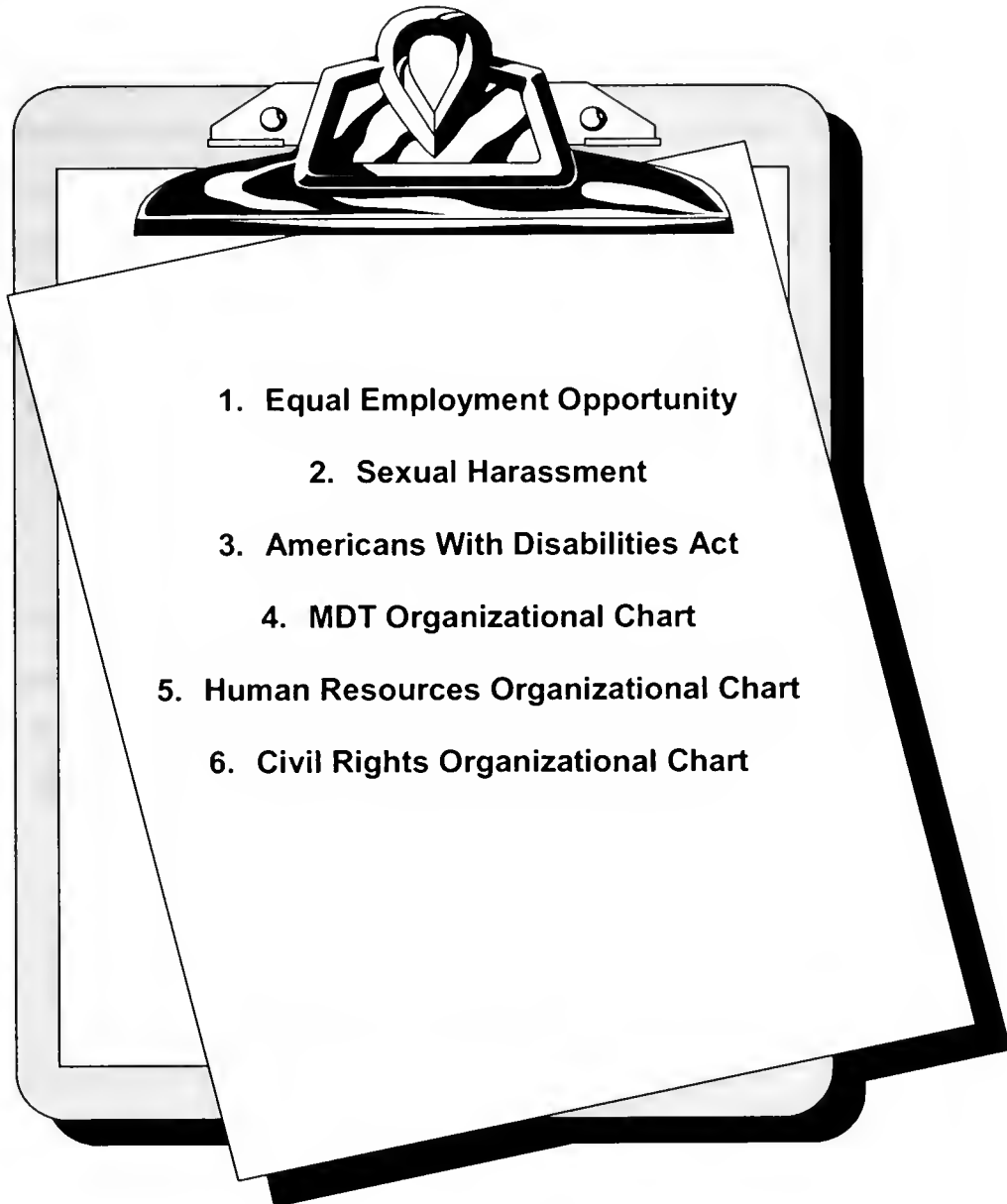
SALARY (THOUSANDS)	TOTAL	MALE					FEMALE						
		WHITE	BLACK	SPANISH	ASIAN	NATIVE AMERICAN	OTHER	WHITE	BLACK	SPANISH	ASIAN	NATIVE AMERICAN	OTHER
OFFICIALS/ADMINISTRATORS													
0.1 - 54.9	0	0	0	0	0	0	0	0	0	0	0	0	0
55.0 - 69.9	4	2	0	0	0	0	0	2	0	0	0	0	0
70.0 PLUS	14	13	0	0	0	0	0	1	0	0	0	0	0
SUB-TOTALS	18	15	0	0	0	0	0	3	0	0	0	0	0
PROFESSIONALS													
0.1 - 19.9	0	0	0	0	0	0	0	0	0	0	0	0	0
20.0 - 24.9	5	3	0	0	0	0	0	2	0	0	0	0	0
25.0 - 32.9	50	19	0	0	2	1	0	30	0	0	0	0	0
33.0 - 42.9	131	87	0	0	1	0	0	42	0	0	0	1	0
43.0 - 54.9	175	140	0	0	0	1	0	33	0	0	0	1	0
55.0 PLUS	48	43	0	0	1	0	0	5	0	0	0	0	0
SUB-TOTALS	409	292	0	0	1	2	0	112	0	0	0	2	0
TECHNICIANS													
0.1 - 19.9	56	37	0	0	0	2	0	17	0	0	0	0	0
20.0 - 24.9	99	43	0	0	0	3	0	50	0	0	0	2	0
25.0 - 32.9	138	88	0	0	0	1	0	47	0	0	0	2	0
33.0 - 42.9	227	190	0	0	2	6	0	29	0	0	0	0	0
43.0 PLUS	95	89	0	0	0	1	0	5	0	0	0	0	0
SUB-TOTALS	615	447	0	0	3	13	0	148	0	0	0	4	0
PROTECTIVE SERVICES													
0.1 - 24.9	13	11	0	0	0	0	0	2	0	0	0	0	0
25.0 - 32.9	50	41	0	1	0	1	0	6	0	1	0	0	0
33.0 PLUS	15	12	0	0	0	2	0	1	0	0	0	0	0
SUB-TOTALS	78	64	0	1	0	3	0	9	0	1	0	0	0
OFFICE/CLERICAL													
0.1 - 15.9	1	0	0	0	0	0	0	1	0	0	0	0	0
16.0 - 19.9	12	3	0	0	0	0	0	8	0	1	0	0	0
20.0 - 24.9	6	0	0	0	0	0	0	5	0	1	0	0	0
25.0 PLUS	11	7	0	0	0	0	0	4	0	0	0	0	0
SUB-TOTALS	30	10	0	0	0	0	0	18	0	2	0	0	0
SKILLED CRAFT													
0.1 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0
25.0 - 32.9	376	344	1	2	0	17	0	11	0	0	0	1	0
33.0 - 42.9	235	217	0	1	0	15	0	1	0	0	0	1	0
43.0 PLUS	25	25	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTALS	636	586	1	3	0	32	0	12	0	0	0	2	0
SERVICE MAINTENANCE													
0.1 - 24.9	0	0	0	0	0	0	0	0	0	0	0	0	0
25.0 - 32.9	30	26	0	0	1	0	0	3	0	0	0	0	0
33.0 PLUS	7	7	0	0	0	0	0	0	0	0	0	0	0
SUB-TOTALS	37	33	0	0	1	0	0	3	0	0	0	0	0
TOTALS	1823	1447	1	4	5	50	0	305	0	3	0	8	0

JOB CATEGORY	ALL	MALE	FEMALE	MINORITY	NATIVE AMERICAN	HISPANIC	HANDICAPPED
OFFICIALS AND ADMINISTRATORS							
# OF EMPLOYEES	17	3	15.00	0	0	0	0
# OF HOURS	344.00	304.00	40.00	0.00	0.00	0.00	0.00
PROFESSIONALS							
# OF EMPLOYEES	645	516	129	13	10	1	18
# OF HOURS	27,494.50	20,895.50	6,599.00	492.50	399.50	34.00	337.00
TECHNICIANS							
# OF EMPLOYEES	340	224	106	9	7	1	12
# OF HOURS	10,633.50	7,003.50	3,630.00	312.50	271.00	0.00	284.50
PROTECTIVE SERVICE							
# OF EMPLOYEES	67	54	9	4	2		1
# OF HOURS	2,978.00	2,495.00	483.00	142.50	62.50	80.00	35.50
PARAPROFESSIONALS							
# OF EMPLOYEES	12	7	5	0	0	0	0
# OF HOURS	727.00	303.50	423.50	0.00	0.00	0.00	0.00
OFFICE CLEPICAL							
# OF EMPLOYEES	68	25	43	5	2		1
# OF HOURS	1,119.50	266.50	853.00	139.00	22.00	81.00	4.00
SKILLED CRAFT							
# OF EMPLOYEES	794	751	33	50	45	3	11
# OF HOURS	20,881.50	25,690.00	1,191.50	1,765.50	1,605.50	128.00	32.00
SERVICE MAINTENANCE							
# OF EMPLOYEES	40	38	2	1	0	0	1
# OF HOURS	1,080.00	1,049.00	31.00	16.00	0.00	0.00	0.00
AGENCY TOTAL							
# OF EMPLOYEES	1,992	1,632	360	87	66	9	47
# OF HOURS	71,577.00	58,006.00	13,571.00	3,868.00	2,360.50	323.00	1,047.50

* Please note that the number of employees counted in this report include seasonal and temporaries.

MONTANA DEPARTMENT OF TRANSPORTATION

EEO POLICIES AND ORGANIZATIONAL CHARTS



EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Montana Department of Transportation (MDT) is an equal opportunity employer. No person will be denied employment or otherwise be subject, in any term or condition of employment to discrimination based on sex (including sexual harassment), race, color, creed, religion, national origin, age, disability, marital status or political beliefs.

MDT will take affirmative action to equalize employment opportunities at all levels of Agency operations where there is evidence there have been barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All MDT employees are protected from retaliation for lawfully opposing any discriminatory practice, including filing an internal complaint, the filing of a union grievance, and the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

s/s: David A. Galt, Director
Montana Department of Transportation

SEXUAL HARASSMENT POLICY

It is the policy of the State of Montana that all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment.

It should be understood that sexual harassment is against the law and the State of Montana is committed to the prevention of all forms of sexual harassment in the work place. In addition the State of Montana prohibits retaliation against any employee because he or she has made a report of alleged sexual harassment or against any employee who has testified, assisted, or participated in any manner in an investigation of a report.

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and or visual contact of a sexual nature when:

Submission is made either explicitly or implicitly a term or condition of an individual's employment.
Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.

Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or otherwise offensive work environment.

The following are examples of sexual harassment:

Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).

Sexual gestures.

Displaying sexually suggestive objects, pictures, cartoons or posters.

Verbal abuse of a sexual nature, sexually-oriented jokes, innuendoes or obscenities. Sexually suggestive letters, notes or invitations.

Reprisals or threats after a negative responses to sexual advances.

Employment benefits affected in exchange for sexual favors (may include situations where a third party is treated less favorably because others have agreed to sexual advances).

Physical conduct such as assault, attempted rape, impeding or blocking movement, or touching.

Women or men in nontraditional work environments may also be subject to hazing (this may include being dared or asked to perform unsafe work practices).

You should report sexual harassment as soon as possible after the incident or action occurs. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time. If you feel you are being sexually harassed, do not keep it to yourself, take the following steps:

Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. Do not assume or hope that the problem will go away.

If you unable to confront the harasser or the harassment continues, notify your supervisor, the first level supervisor who is not involved in the alleged harassment, or your department's EEO officer.

Request a copy of your department's sexual harassment prevention policy. Reporting procedures are included in the policy.

Keep notes. Keep a record of the dates, times, places, witnesses and describe each incident. Save all notes, correspondence or related records in a safe place.

If you are considering reporting a complaint, you can:

1. Use the MDT complaint procedures posted in your work area or by calling your EEO representative.
2. File a complaint with the Human Rights Bureau. Complaints with the Human Rights Bureau will be accepted within 180 days of the act, or an extended 120 days if you are using an internal complaint procedure.

If you are not personally a victim of sexual harassment, but observe actions against other employees, which you believe to be harassment, you are encouraged to bring it to the attention of your EEO officer.

s/s: David A. Galt, Director
Montana Department of Transportation

AMERICANS WITH DISABILITIES ACT POLICY

The Montana Department of Transportation (MDT) shall not discriminate against a qualified Individual with a disability because of the individual's disability in regard to job application procedures, hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment.

s/s: David A. Galt, Director
Montana Department of Transportation



Board of
Aeronautics



Director

David Galt
444-6201
dgalt@state.mt.us

Transportation
Commissioner

Business Plan

Linda Francis
444-9262
lfrancis@state.mt.us

Human Resources

Russ McDonald
444-6044
rmcdonald@state.mt.us

Internal Audit

Dennis Sheehy
444-6343
dsheehy@state.mt.us

Public Information

Jesse Munro
444-7205
jmunro@state.mt.us

Environmental Services

Stan Sternberg (acting)
444-7632
sssternberg@state.mt.us

Legal Services

Tim Reardon
444-7277
treardon@state.mt.us



Deputy Director

Jim Currie
444-6201
jcurrie@state.mt.us

Administration

Accounting, financial management, purchasing, fuel tax collection, word processing, office and computer support.



Monte Brown 444-6373
mobrown@state.mt.us

Maintenance

Maintenance of roadways, equipment, trucks for pool vehicles, sign making, land mobile communications, road reports.



John Blacker 444-6158
jblacker@state.mt.us

Aeronautics

Registration of pilots and aircraft, coordination and supervision of aerial search & rescue operation, administer grants to fund airport improvements.



Debbie Alke 444-2506
dalke@state.mt.us

Motor Carrier Services

Regulation of commercial motor carrier industry and enforcement of all state and federal commercial and agricultural motor carrier laws, rules and regulations.



Drew L. Vesay 444-7638
dlvesay@state.mt.us

Highways & Engineering

Preparation of projects for bidding including design and right-of-way acquisition and coordination of highway construction.



Joel Marshik (Acting) 444-6206
jmarshik@state.mt.us

Rail, Transit, & Planning

Offers broad range of planning functions to assist in project selection. Provides information for construction and grant programs.



Patricia Scindori 444-3143/6410
pscindori@state.mt.us

Missoula
District

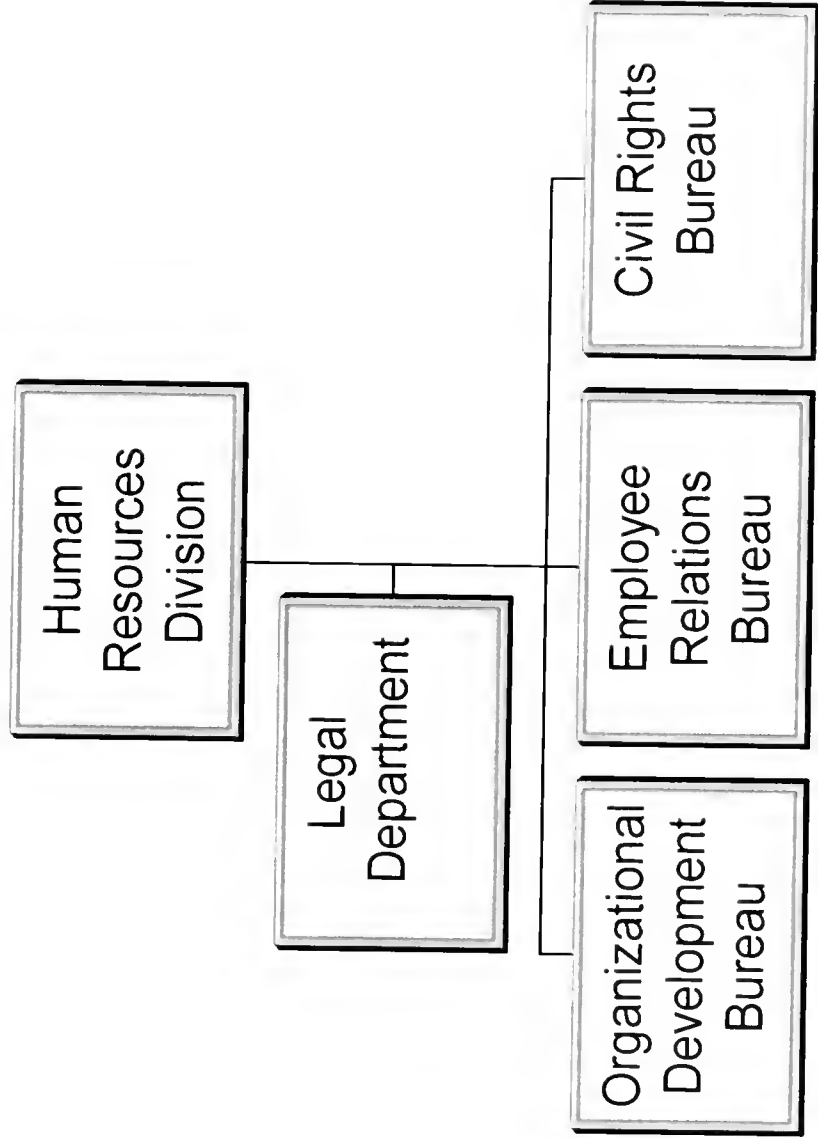
Butte
District

Great Falls
District

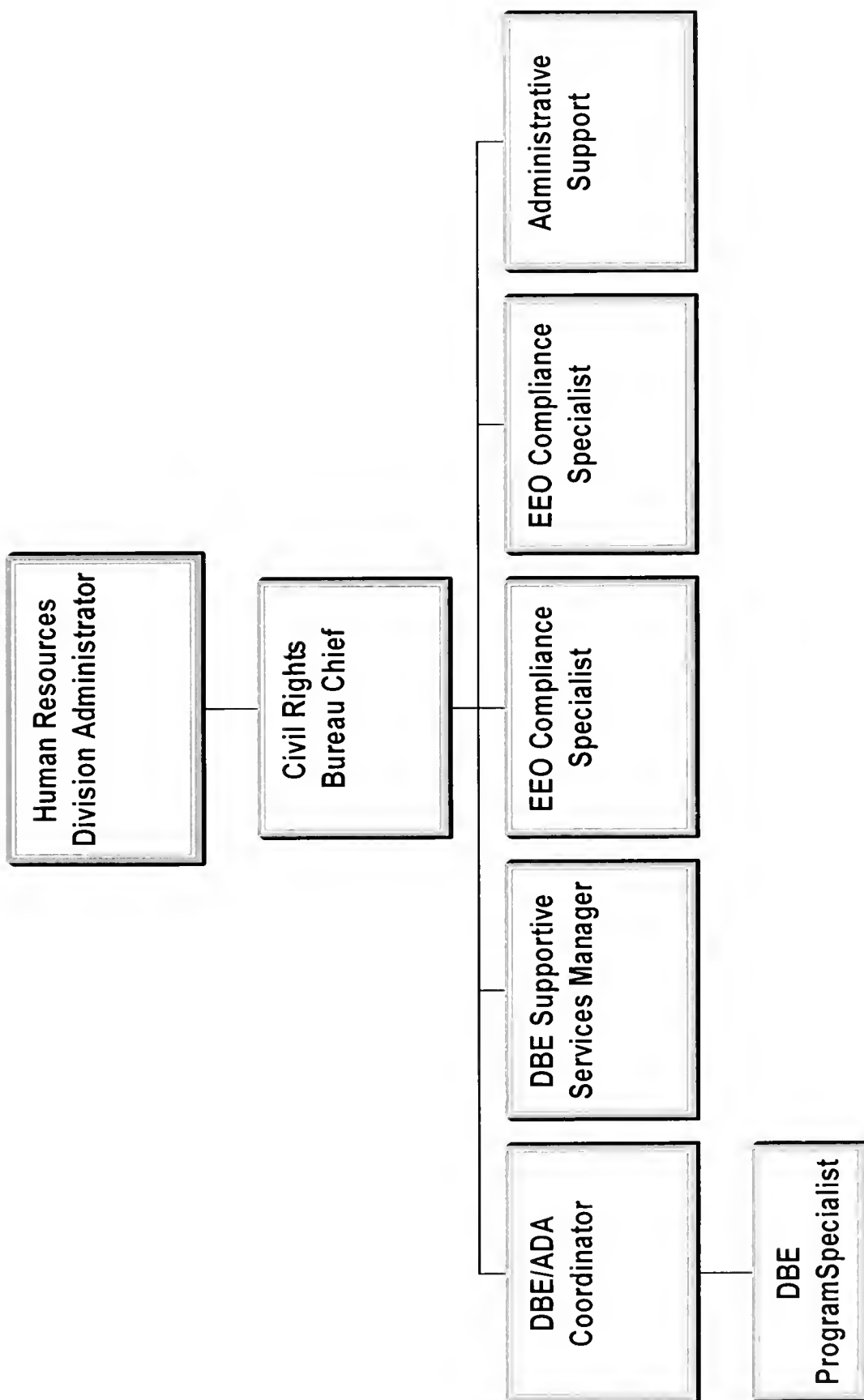
Glendive
District

Billings
District

Human Resources Organizational Chart



Civil Rights Bureau Organizational Chart



The Montana Department of Transportation (MDT) attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the department. Alternative accessible formats of this document will be provided upon request. For further information, please contact:

Civil Rights Bureau
Department of Transportation
2121 Prospect Ave.
PO Box 221001
Helena, MT 59620-1001
406-444-6331 Phone
406-444-7585 Fax
406-444-7596 TTY

150 copies of this booklet were produced at an estimated cost of \$47 each, for a total of \$7155.